

RFP 09-0130-05 – Delaware’s Multi-Year All Hazards Exercise Program

Questions and Response to; RFP 09-0130-05 – Delaware’s Multi-Year All Hazards Exercise Program

	Question	Response
1.	Has the State of Delaware Emergency Management Agency allocated a budget for the RFP 09-0130-05? If so, what is the total value of the budget allocation?	Not at this time.
2.	Confirm the State of Delaware Emergency Management Agency or designee shall acquire and schedule <u>all</u> required facility space for all planning meetings, all associated exercise meetings, and all exercise conduct site(s) as identified in the Scope of Services <u>at no charge to the Provider/Contractor?</u>	Yes, DEMA shall acquire and schedule all required facility space for all planning meetings, all associated exercise meetings, and all exercise conduct site(s) in coordination with the exercise director or lead agency.
3.	Will the Provider/Contractor be responsible for providing refreshments and food (breakfast and/or lunch) for the planning meetings, associated exercise	No. DEMA will provide refreshments and food for the exercises.

	meetings, and exercise conduct participants? If yes, identify which activities.	
4.	Confirm that this RFP is for the conduct of a single Functional Exercise (FE). RFP uses both singular and plural language throughout the document.	This RFP is to conduct multiple FE's.
5.	Estimate the number of exercise <u>participants</u> to be engaged in the Functional Exercise (FE).	Please refer to Addendum 2 to the RFP.
6.	Estimate the number of exercise participating <u>agencies</u> to be engaged in the Functional Exercise (FE).	Unknown at this time. This will depend on the exercise director, scenario and scope of objectives. Currently the Multi-year exercise plan is a work in progress with the counties to determine their exercise needs.
7.	Confirm that this RFP is for the conduct of a single Full-Scale Exercise (FSE). RFP uses both singular and plural language throughout the document.	This RFP is to conduct multiple FSE's.
8.	Estimate the number of exercise <u>participants</u> to be engaged in the Full-Scale Exercise (FSE).	Please refer to Addendum 2 to the RFP.

9.	Estimate the number of exercise participating <u>agencies</u> to be engaged in the Full-Scale Exercise (FSE).	Unknown at this time. This will depend on the exercise director, scenario and scope of objectives. Currently the Multi-year exercise plan is a work in progress with the counties to determine their exercise needs.
10.	Confirm a HSEEP Multi-year Training and Exercise Plan (TEP) currently exists for the State of Delaware?	Yes, currently the Multi-year exercise plan is a work in progress with the counties to determine their exercise needs.
11.	Will the Provider/Contractor be responsible for maintaining all data input and uploads to the Department of Homeland Security HSEEP National Exercise Schedule (NEXS) System and the Corrective Action Program (CAP)?	Yes
12.	Will the Provider/Contractor be responsible for maintaining all data input and uploads on the Department of Homeland Security Lessons Learned Information Sharing (LLIS.gov) Exercise Best Practices?	Yes
13.	If required for Full-Scale Exercise (FSE) conduct, will the participating law	Yes

	enforcement agencies provide their own Simunitions, Simunitions/Opposing Forces Mandatory Protective Equipment and appropriate firearms or will this be the responsibility of the Provider Contractor?	
14.	How many exercise venue sites are envisioned for the Full-Scale Exercise (FSE) conduct?	Unknown at this time. This will depend on the exercise director, scenario and scope of objectives. Currently the Multi-year exercise plan is a work in progress with the counties to determine their exercise needs.
15.	Will one or more Public Safety Communications Center(s) be in play during the Full-Scale Exercise (FSE) conduct?	Unknown at this time. This will depend on the exercise director, scenario and scope of objectives. Currently the Multi-year exercise plan is a work in progress with the counties to determine their exercise needs.
16.	In addition to still photography, will video documentation of the Full-Scale Exercise (FSE) be required by the Provider/Contractor?	No
17.	Identify the total number of final Project Closeout Reports the contractor is expected to deliver to the State of Delaware Emergency Management	Unknown at this time.

	Agency?	
18.	Please confirm the due date and time for submittal of proposals?	<p>Per the RFP, Section IV, b, 2, page 10: To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with 1 paper copies and 3 electronic copies on CD. All properly sealed and marked proposals are to be sent to the State of Delaware and received no later than 3 PM EDT on 10/17/1008. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to: Mail to: Department of Safety and Homeland Security, Office of the Secretary, Attention: Central Fiscal Office, PO Box 818, Dover, DE 19903 Hand carry to: Department of Safety and Homeland Security, Attn: Stephanie Young, Delaware State Police Administrative Offices, 1441 N. DuPont Highway, Dover, Delaware 19901.</p>
19.	Is support to Delaware's Public health preparedness exercises contemplated under the scope of services?	No
20.	a. Please provide additional specific information regarding the type, magnitude, and schedule of various exercises contemplated under the current version of Delaware's Multi-Year Exercise Plan, as well as other exercise plans as appropriate, that the contractor	a. Unknown at this time. Currently the Multi-year exercise plan is a work in progress with the counties to determine their exercise needs.

	<p>is expected to support as part of the scope of services, so as to allow proponents to develop and submit realistic cost proposals (consistent with the requirement established in the RFP, Section IV, Paragraph B.10).</p> <p>b. Please indicate number of exercises of each type of similar characteristics (i.e., seminars, workshops, TTXs, FXs, and FSEs) per quarter/year and the respective overall characteristics (e.g., number of participants; number of breakout groups for discussion-based exercises; number of sites for operations-based exercises; duration (i.e., hours and/or days, as appropriate); and type of exercises per quarter/year that the contractor is expected to support as part of the scope of services?</p>	<p>b. Unknown at this time. Currently the Multi-year exercise plan is a work in progress with the counties to determine their exercise needs.</p>
21.	<p>Does DEMA intend to issue a Time and Materials (T&M) type contract with individual Fixed Firm Price (FFP) task orders for specific exercises and/or groups of exercises or an overall FFP contract for all work contemplated under the scope of services?</p>	<p>Please refer to Addendum 2 to the RFP.</p>

22.	<p>Please provide additional information regarding the specific additional materials and equipment DEMA expects the contractor to provide beyond projectors, flip charts/markers, printing of exercise materials (e.g., controller/evaluator communications systems; scenario simulations; computer-generated graphics; refreshments and/or meals for exercise participants and observers – how many people in each case; controller/evaluator vests; exercises badges; registration; table-tents; signage; moulage; victim symptom cards).</p>	<p>DEMA will provide vests, meals and facilities. We will provide some evaluators depending on the exercise. The amount of people in each case is unknown at this time. The vender will be required to provide everything else mentioned in this question. Any additional information regarding specific additional material is unknown at this time.</p>
23.	<p>Please clarify the expected distribution of the After Action Report (AAR). Is the contractor expected to deliver a copy of the AAR to each participating agency or to each exercise participants?</p>	<p>Once in possession of the AAR's, DEMA will deliver them to the participating agencies.</p>
24.	<p>Please clarify the reference to "time allotted for the exercise." Additionally, please clarify if "schedules (time line)"</p>	<p>Unknown at this time. Currently the Multi-year exercise plan is a work in progress with the counties to determine their exercise needs.</p>

	refers to the different time lines for conceptualization, design, implementation, and evaluation of the various types of exercises, as appropriate?	
25.	Please provide details regarding the cost information, if any, to be submitted in the proposal.	Please refer to Addendum 2 to the RFP.
26.	<p>a. Please clarify if proposals will indeed be publicly opened as indicated in the Advertisement Request?</p> <p>b. If that is the case, please indicate the place and time of this public activity.</p>	<p>Per the RFP, Section IV, b, 7, page 11, Proposal Opening: The State of Delaware will receive proposals until the date and time shown in this RFP. Proposals will be opened only in the presence of the State of Delaware personnel. Any unopened proposals will be returned to Vendor. There will be no public opening of proposals but a public log will be kept of the names of all vendor organizations that submitted proposals. The contents of any proposal shall not be disclosed to competing vendors prior to contract award.</p> <p>b. n/a</p>
27.	Please provide an overall estimated funded value for this contract to allow vendors to provide appropriate references of comparable value.	Unknown at this time.

28.	<p>a. On a calendar year basis approximately how many TTX events will the successful Provider be developing and presenting?</p> <p>b. Will each TTX take place in a single location or will there be occasions when a single TTX would be held simultaneously in multiple locations?</p>	<p>a. Unknown at this time. Currently the Multi-year exercise plan is a work in progress with the counties to determine their exercise needs.</p> <p>b. Both may be required based on the exercise objectives.</p>
29.	<p>a. On a calendar year basis approximately how many FE events will the successful Provider be developing and presenting?</p> <p>b. Will each FE take place in a single location or will there be occasions when a single FE would be held simultaneously in multiple locations?</p>	<p>a. Unknown at this time. Currently the Multi-year exercise plan is a work in progress with the counties to determine their exercise needs.</p> <p>b. Both may be required based on the exercise objectives.</p>
30.	<p>a. Is it correct to assume that each FSE will involve activity at multiple locations in addition to mobilization and movement of multiple resources?</p> <p>b. How many FSE events, on a calendar year basis, will the successful Provider be developing and presenting?</p>	<p>a. Yes</p> <p>b. Unknown at this time. Currently the Multi-year exercise plan is a work in progress with the counties to determine their exercise needs.</p>
31.	To the extent other state and federal agencies are required as part of a TTX	Unknown at this time.

	or FE developed and delivered by the Provider who will be responsible for obtaining the cooperation and participation of those agencies?	
32.	Can the same series of meetings be used to plan multiple (related) exercises?	This would depend on the exercise director, the scenario and the objectives of related exercises.
33.	Will the contractor be responsible for securing locations and refreshments and/or meals for participants attending either planning meetings or exercises or both?	No
34.	How would DEMA prefer cost to be presented? As a firm fixed price per deliverable? Using a time and materials approach?	Please refer to Addendum 2 to the RFP.
35.	Has the state established an annual or comprehensive budget for this program? If so, what is it?	Unknown at this time.
36.	Questions are due by 10/29/08, but the RFP is due 10/17/08. (Surmise the RFP means 9/29/08)?	There is a typo on the question due date. It definitely should be before 10/17 /08. I will work with our contracting to get that changed. Addendum post to DEMA wed site changing question due date to 9/29/08. Please refer to Addendum 1 to the RFP.
37.	There is no quantity for the discussion based exercises specified. (how many	As far as quantity of all types of exercises, we did not put that in there as

[illegible]